Electronic Mailbox (Email) management

Here are a few ways to effectively reduce the size of your *entire* mailbox.

*Keep in mind that your **Inbox** is just one piece of your mailbox - your mailbox also includes your **Sent Items** folder, **Deleted Items** folder, etc. and other folders that you have created.*

Save Attachments to Your H Drive
E-mail attachments are often the cause of a large mailbox. An easy way to reduce the size of your mailbox is to:

- Save attachments to your H drive; *then*
- Right click the attachment and select **Remove**; *or*
- Delete the message containing the attachment from your mailbox.

Delete Unnecessary E-mail
Deleting unnecessary e-mail is a great way to reduce the size of your mailbox. Although this process seems straightforward, you may not realize that whenever you choose to delete an email from your **Inbox** or other mail folder, your mail doesn't actually get deleted. Mail is simply moved from your **Inbox** (or wherever it is) into your **Deleted Items** folder, where it stays until you empty your **Deleted Items** folder. An easy way to reduce the size of your mailbox is to:

- Right click your **Deleted Items** folder
- Select **Empty Deleted Items** folder
- Answer **Yes** to the system prompt

Another option that will automatically delete the contents of the **Deleted Items** folder can be set as a default for **Outlook**. Click **Tools ->Options ->Other**. Check the **Empty the Deleted Items folder upon exiting.**
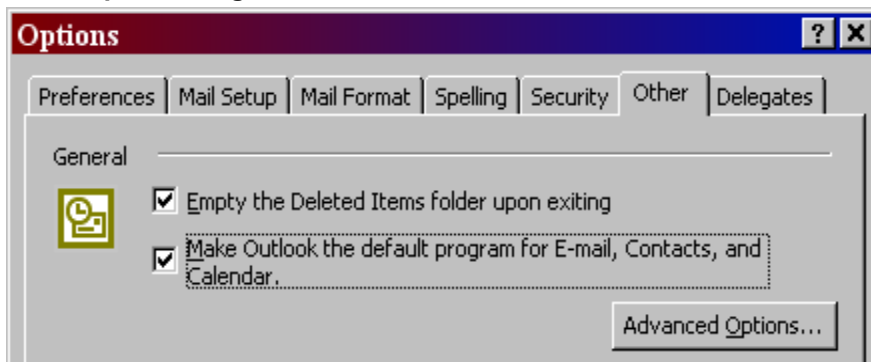
Also be sure to delete any unneeded messages in your **Sent Items** folder.

Move E-mail into Personal Folders and Archive Folders
Creating a **Personal Folder** or **Archive Folder** is often a great way to have the "best of both worlds." A **Personal Folder** looks just like a mailbox but is stored on your **H drive**. Once you have created your personal folder, or if you already have a **Personal Folder** in your **Outlook Folder List**, you can simply drag and drop e-mail from your mailbox into your **Personal Folder**. This moves mail from your mailbox into your **H drive**.

How to Create a Personal Folder Using Outlook 2000
From **Outlook**, click **File -> New -> Personal Folders File (pst)**.

- Select your **H drive** from the **Save In** drop down window
- Click **Save**.
- Click **OK** on the next screen.

You should now see a folder called **Personal Folders** in your **Outlook Folder List**. When you expand this, you will see **Calendar**, **Inbox**, **Contacts** folders, etc.

How to Create a Personal Folder Using Outlook XP (Outlook 2002)
From **Outlook**, click **File -> New -> Outlook Data File**,
- **Select Personal Folders File (.pst)**
- Click **OK**.
- Select your **H** drive from the **Save In** drop down window
- Click **Save**.
- Click **OK** on the next screen.

You should now see a folder called **Personal Folders** in your **Outlook Folder List**.
When you expand this, you will see **Calendar**, **Inbox**, **Contacts** folders, etc.

Using Outlook's AutoArchive Tool to Automatically move Mail to an Archive Folder
The **AutoArchive** tool is a great way to have **Outlook** automatically move older e-mail
into a folder on your **H drive**, periodically.

From Outlook, click **Tools -> Options** and select the **Other** tab. Click the **AutoArchive**
button, and configure it as shown in the pictures below.

Outlook 2000
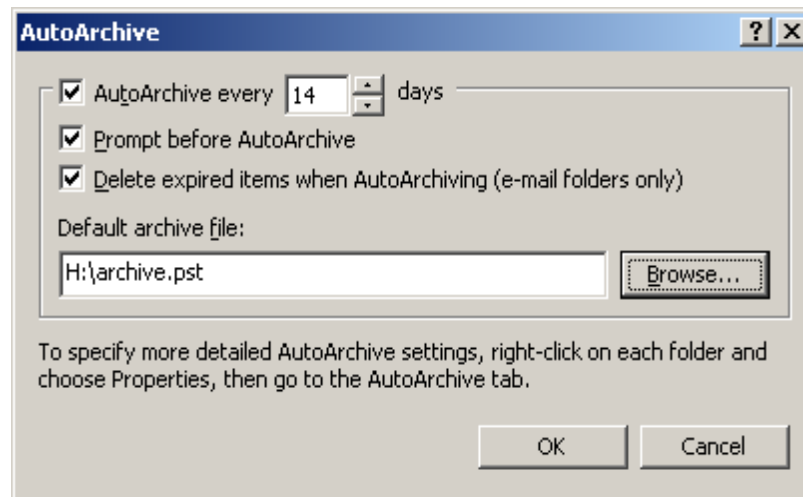
Outlook XP (2002)

If you have any questions regarding this, please call TASC.